



UNITED STATES COMMISSION ON INTERNATIONAL RELIGIOUS FREEDOM

Communications Specialist

U.S. Commission on International Religious Freedom

Washington, DC

\$75,000-\$90,000 per year (depending on qualifications and experience)

Closing Date

January 19, 2024

About USCIRF

The U.S. Commission on International Religious Freedom (USCIRF) is a bipartisan independent federal commission that monitors and seeks to advance the internationally recognized freedom of thought, conscience, religion, or belief and related human rights. Created by the International Religious Freedom Act of 1998, USCIRF is a legislative branch agency that reports on the universal right to the freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. More information about USCIRF is available at www.uscifr.gov.

USCIRF is an equal opportunity employer.

Job Summary

USCIRF is actively seeking an experienced and creative Communications Specialist to be a key member of the Public Affairs team. The Communications Specialist will support USCIRF's activities as they relate primarily to media activities and advocacy, including disseminating information through op-eds, press releases, policy briefs, reports, and other publications.

Key Requirements

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

Duties

Reporting to the Chief of Public Affairs, the Communications Specialist's primary responsibilities involve the following:

- Assisting with the implementation of a communications strategy;
- Establishing and maintaining relationships with media contacts;

- Enhancing USCIRF's outreach through traditional news media, public events, social media, and other communications outlets;
- Generating content and promoting reports, op-editorials, press releases, etc. that support USCIRF and the agency's overall mission;
- Performing quality control of information communicated to internal and external audiences to include editing for grammar, format, and graphic design;
- Tracking and monitoring day-to-day official communications;
- Assisting in planning and promoting events;
- Assisting with USCIRF's website management and utilizing analytics to improve outreach effectiveness; and
- Performing other duties as assigned.

Required Qualifications

This position requires a minimum of a bachelor's degree.

Minimum 4 years' progressively responsible experience commensurate with duties outlined above, and including:

- Working with the media;
- Implementing a social media strategy and experience with media outreach;
- Drafting and editing press releases, web content, and other communications materials;
- Strong written and verbal communication skills, including copy editing;
- Multi-tasking and working in a fast-paced setting, defining and meeting deadlines;
- Working with various contact management systems such as WordPress or Drupal and email distribution programs such as Meltwater, Mail Chimp, etc.;
- Website maintenance, or the ability to learn the necessary skills quickly;
- Working knowledge of AP Style, MS Office, Adobe Creative Suite, web platforms, HTML, email clients, Google Analytics (and/or other metrics tools), and other web-related skills, including digital graphic design creation and video editing software; and
- Attention to detail, excellent organizational skills, and collegial demeanor.

How to Apply

To apply, candidates should email a cover letter, resume, three references, and a writing sample (no more than five pages; preferably a press release) to: jobs@uscirf.gov

Applications should be in PDF format.

Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF will contact you if we wish to schedule an interview or if we require additional information or references. Please email all questions about the position to jobs@uscirf.gov.

No calls please.

Evaluation of Applicants

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired “on the basis of professional and nonpartisan qualifications.”

Benefits

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, ten Federal holidays, life insurance, and medical benefits. Please visit www.opm.gov for more information on benefits.

Other Information

- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

COVID-19 Vaccination Status. USCIRF may request COVID-19 vaccination status of selected applicants for the purposes of implementing workplace safety protocols, including protocols related to masking, physical distancing, testing, travel, and quarantine.

Selective Service. If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Reasonable Accommodation. USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at (202) 523-3240. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.